

# Seeking Evidence of Excellence



2011 Annual **MEGA** Conference

**November 15 – 17, 2011**

## Conference Payment

Please inform your Business Office promptly of your registration.

- 1) Payment must be received no later than 45 days after the conference.
- 2) Email your purchase order to [Sandra.Skelton@azed.gov](mailto:Sandra.Skelton@azed.gov), or Fax to (602) 542-3100.
- 3) Please...do not mail or fax registration confirmations - only email, mail or fax purchase orders!
- 4) Unfortunately, we are not equipped to handle credit card payments at this time.
- 5) A purchase order or check, payable to the Arizona Department of Education, **MUST** be received prior to MEGA. You may request an invoice by emailing Sandra.
- 6) Within 30-45 days of conference, mail payment to:

Arizona Department of Education  
Attn: Sandra Skelton  
1535 W. Jefferson, Bin 32  
Phoenix AZ 85007

## Cancellation Policy

Registrants, including those who do NOT SHOW or do not cancel in writing/email **by Tuesday, November 1<sup>st</sup>**, will be charged the full, appropriate registration fee.

**\*By November 1<sup>st</sup>:** If someone cannot take your place and you cancel your registration, email [Sandra.Skelton@azed.gov](mailto:Sandra.Skelton@azed.gov) and you will not be billed. You will receive a return email confirmation.

**\*After November 1<sup>st</sup>:** If you register and someone cannot take your place, you must email [Sandra.Skelton@azed.gov](mailto:Sandra.Skelton@azed.gov) within 48 hours of registration. Otherwise, the appropriate registration fee will be billed to the registrant/district.

## Name Changes?

If you are unable to attend the conference, you may send someone in your place. Please email any name changes to Sandra to facilitate a smooth check-in process.

**Thank you!**

**The Wigwam**  
300 Wigwam Blvd.  
Litchfield Park, AZ 85304